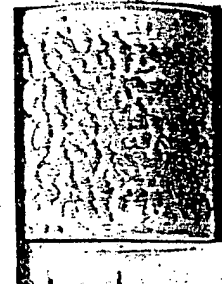


To: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. D/OIS		
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Action	File	Note and Return
Approval	For Clearance	Per Conversation
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Coordination	Justify	

DD/A Registry  
83-0235/1



REMARKS DDA 83-0235/1

STAT It is my understanding that [redacted] was designated as the Agency representative on the interagency working group and that she has provided a copy of the attached agenda to you. Please confirm in writing (DDA's signature) that [redacted] is the Agency representative on the working group. Thanks.

DD/A REGISTRY  
FILE: 70-4

*[Handwritten signature]*

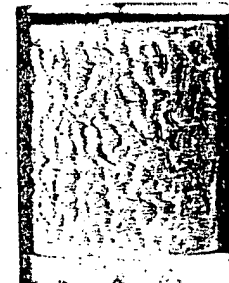
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DD/A Registry

83-0235/1

February 2, 1983

Mr. Harry E. Fitzwater  
Deputy Director for Administration  
Central Intelligence Agency  
Washington, DC 20505

Dear Mr. Fitzwater:

On January 18, 1983, I wrote you of my intention to make the standardization of information security forms one of IS00's top priorities and I invited you to designate a representative to serve on the interagency working group I established for this purpose. I am enclosing a copy of agenda for the first meeting; the time and place of the meeting remain as originally indicated. If you have any questions concerning the agenda call Ethel Theis at 535-7259.

Sincerely,

STEVEN GARFINKEL  
Director

Enclosure

INTERAGENCY WORKING GROUP ON THE  
STANDARDIZATION OF INFORMATION SECURITY  
FORMS

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PROPOSED AGENDA  
Meeting on February 9, 1983

- BACKGROUND OF THE PRESENT EFFORT (ISOO)
- ISOO OBJECTIVES (ISOO)
- PLAN FOR THE PRESENT EFFORT (ISOO)
- POTENTIAL PROBLEM AREAS (ISOO AND AGENCY REPS)
- CURRENT AGENCY EFFORTS TOWARD STANDARDIZATION  
(AGENCY REPS)
- GENERAL COMMENTS (ISOO AND AGENCY REPS)